# Approved For Release02006/102/27E 01/41-RIDR902-00455R000200040004-5

## This Notice Expires 27 March 1987

OP NOTICE NO. 20-86-6

18 December 1986
OFFICE OF PERSONNEL NOTICE
SUBJECT: Staffing During Weather Emergencies - Office of Personnel REFERENCE:
1. It is necessary that certain essential functions and services not be interrupted when a general closing of Federal offices is declared due to hazardous weather conditions and that personnel be designated to report for duty under such circumstances to provide emergency staffing.
2. The Office of Personnel will be staffed under such conditions to provide the following vital services: (a) take necessary action in employee emergency cases, (b) respond to urgent questions about the status of employees, (c) process overseas travelers, (d) accommodate out-of-town applicants, and (e) respond to requirements of the Office of the Director of Central Intelligence.
3. A list of minimum number of individuals who are expected to report for duty in their respective offices is attached. Please be reminded, however, that we expect each Office of Personnel employee to make a specific judgment regarding his or her ability to report for work when a weather emergency develops during non-working hours, regardless of media announcements, and to make a good faith effort to report to work without endangering themselves or others. Employees unable to report to work are required to telephone their supervisors.  Hugh E. Price Director of Personnel
Attachment: Emergency Staffing Roster

25X1

25X1

25X1

CONFIDENTIAL

# Approved For Release 2006/12/27 FCNA-RDP92-00455R000200040004-5 This Notice Expires 27 March 1987

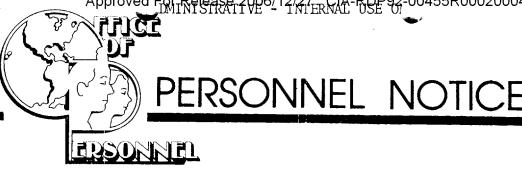
ATTACHMENT OP NOTICE NO. 20-86-6 18 December 1986

#### OFFICE OF PERSONNEL NOTICE

#### EMERGENCY STAFFING

_	Principal(s)	Alternate(s)
Office of the Director of Personnel		
Central Travel Services		
Employee Benefits and Services		
Insurance Operations Division Employee Services Division Personal Services Branch Contracts Branch		
Office of Employment		
Policy, Analysis and Evaluation Special Activities Staff Information Systems Division		

25X1



OP NOTICE NO. 20-86-5 24 September 1986

SUBMISSION OF "REQUEST FOR PERSONNEL ACTION" FORM 1152 UNDER THE UNIFORM PROMOTION SYSTEM

Reference: OPN 20-85-3, dtd 5 July 1985

Attached is the Uniform Promotion Schedule for submission of promotion requests during fiscal year 1987.

> Robert W. Magee Director of Personnel

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

#### MINITITOTION THE FAIR

Approved For Release 2006/12/27 : CIA-RDP92-00455R000200040004-5

ATTACHMENT OPN No. 20-86-

### UNIFORM PROMOTION SCHEDULE

#### FY 1987

Current Grade  GS-15 and Above GS-14 GS-13 GS-12 GS-11 GS-09 GS-08 GS-07	Promotion Effective Date Annual Option  5 July 1987 13 September 1987 9 November 1986 7 December 1986 4 January 1987 1 February 1987 1 February 1987 10 May 1987 10 May 1987	Promotion Personnel Action Due in TRB/CB  See Note Below 28 August 1987 24 October 1986 21 November 1986 19 December 1986 16 January 1987 16 January 1987 24 April 1987	Promotion Effective Date Semi-Annual  4 January 1987  1 March 1987  10 May 1987  7 June 1987  5 July 1987  2 August 1987  2 August 1987  9 November 1986  9 November 1986	Promotion Personnel Action Due in TRB/CB  See Note Below 13 February 1987 24 April 1987 22 May 1987 19 June 1987 17 July 1987 17 July 1987 24 October 1986 24 October 1986
GS-07	10 May 1987	24 April 1987	9 November 1986	21 November 1986
GS-06	7 June 1987	22 May 1987	7 December 1986	

Note: (a) Separate SIS instructions will advise dates actions are due on promotions from GS-15 and above.

- (b) Separate instructions will advise dates actions are due on promotions for employees in the Intelligence Secretary grades IS-02 and IS-03.
- (c) IS-01 Secretary Trainees and GS-05 and below employees may be promoted whenever appropriate and are not subject to the Uniform Promotion Schedule.
- (d) Office of Communications employees included in the experimental pay banding system are promoted based on the schedule developed for that pay system.

# ADMINISTRATIVE - INTERNAL USE ONLY